

QUESTION 1

**Is this procurement open to small business or is it restricted to 8a firms?**

RESPONSE: In accordance with RFP page 28, Paragraph 2.32, 52.219-11 SPECIAL 8(A) CONTRACT CONDITIONS (FEB 1990) (DEVIATION), this procurement is restricted to 8a firms.

QUESTION 2

**In the subject solicitation it was noticed that the IGE Labor spread sheet was not included as it was in the DRFP. Was this an oversight?**

RESPONSE: Attachment 2- Labor IGE is now posted in the RFP on Dec 07, 2007

QUESTION 3

**I again must state concerns over the Past Performance limitations. Given the amount of information the government is requesting for each PP and the font size limitation, 5 pages is not adequate for non-incumbent offerors's to present 3 PP submissions.**

RESPONSE: RFP replacement page 41 increases Past Performance page limitation to 10 pages.

QUESTION 4

**It is typical in other DoD and government acquisitions asking for the same levels of information to allow a minimum of 2 pages per PP. Further, a limit of 3 PPs submissions for primes and 2 PP submissions for subks is also much more common. The highly restrictive nature of the PP submission, given the weighting value in the overall evaluation would appear to favor incumbents who can quickly state their experience with KSC to the exclusion of those offerors's with similar support experience but not at KSC.**

RESPONSE: RFP page 41 revised to increase Past Performance page limitation to 10 pages.

QUESTION 5

**Is there an incumbent performing these services and if so, are they eligible to bid?**

RESPONSE: The incumbents are listed on the NAIS, Modification 01, Posted on Nov 16, 2007. Title: KSC INSTITUTIONAL SUPPORT SERVICES, Solicitation: N NK08217230J. All firms in compliance with RFP Paragraph 2.32, 52.219-11 SPECIAL 8(A) CONTRACT CONDITIONS (FEB 1990) (DEVIATION) are eligible to submit offers.

QUESTION 6

**If this is a follow-on effort, what is the current staffing level and against how many task orders?**

RESPONSE: See RFP Attachment 2 Labor IGE and Attachment 4 List of Task Orders. The dynamic nature of the requirements create a constant state of flux in both the staffing levels and the number of task orders.

QUESTION 7

**Are there any unions or collective bargaining agreements associated with this effort?**

RESPONSE: No. See RFP Attachment 2(a) Labor Group Template.

QUESTION 8

**Will the Government consider extending the proposal due date based on the holiday season?**

RESPONSE: No. An aggressive schedule is required to ensure continuity of service between the existing contracts and the KISS contract.

QUESTION 9

**Are you using 2000 hrs as a full time equivalent?**

RESPONSE: No. Attachment 2 is replaced in its entirety by the revised Attachment 2 which defines FTE for each period of performance.

QUESTION 10

**Since there are no hours listed for some of the labor categories does that mean we should not provide pricing for those positions where no labor hours are listed?**

RESPONSE: No. Offers should include rates for all labor categories listed in the RFP as the dynamic nature of the requirement may result in future need for those labor categories.

QUESTION 11

**Does the contractor have to develop the training courses or just administer them?**

RESPONSE: Per BA-TT SOW the contractor shall conduct training classes and develop courses as needed.

QUESTION 12

**Will you provide a list of incumbent staff if there are any?**

RESPONSE: No, an incumbent staff list will not be provided.

QUESTION 13

**Is there going to be a site visit**

RESPONSE: No, a site visit will not be conducted.

QUESTION 14

**Can you clarify what you mean by “non-productive hours”**

RESPONSE: This is identified in Attachment 2- Price Templates, Paragraph (a) under worksheet tab, non-productive and are identified in the spreadsheet and marked as annual, holiday and sick leave, paid time off, etc.

## QUESTION 15

**If we do not have any current “organizational conflicts of interest that might arise because the offerors’ has access to other companies sensitive information”. Do we still have to provide an “organizational conflicts of interest mitigation plan”.**

**RESPONSE:** In accordance with RFP Section 5.2.2 (a) and 5.3.1.D, an Organizational Conflicts of Interest Mitigation Plan is required.

## QUESTION 16

**We have a subcontractor are their subs required to submit three (3) past performances as well, or is NASA looking for (a total of) three past performances for the team.**

**RESPONSE:** Per RFP Paragraph 5.3.3 Volume III – Past Performance (a), “offerors’s may submit additional information at their discretion...” Note Question 4 above.

## QUESTION 17

**2.33 Unanticipated Closing of Government Offices and Holiday Pay**

**Services will not be needed on days when KSC civil service employees are released or not required to report to work due to unanticipated closing of Government offices (e.g., hurricanes). In the event that KSC closes or the Government imposes a mandatory closure and evacuation of a building where contractor staff resides and a contractor employee has already reported to work, the contractor shall bill the actual hours worked and the balance of the hours scheduled to be worked that day. Any subsequent days that KSC is closed and services are not rendered are not billable. Is it acceptable and billable if the contractor employee is afforded office space at a contractor facility and can continue performing their duties at that location?**

**RESPONSE:** Only if directed by the Government in accordance with RFP Paragraph 2.28 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS. (AUG 1992) and Paragraph 2.33 Unanticipated Closing of Government Offices and Holiday Pay.

## QUESTION 18

**Does this apply to closings due to budgetary approval delays?**

**RESPONSE:** Only if directed by the Government in accordance with RFP Paragraph 2.28 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS. (AUG 1992) and Paragraph 2.33 Unanticipated Closing of Government Offices and Holiday Pay.

## QUESTION 19

**2.35 KSC 52.204-96 SECURITY CONTROLS FOR KSC AND CCAFS (JAN 2007)****B. Badging Restrictions/Categories 4. Access to Controlled Areas within KSC.**

**vi. One or more on-site training classes may be required for admittance to the work area and for inclusion on the Job Site Access List for Controlled-access Areas. The total training will not exceed four hours. Contractors may schedule any required training for their employees by contacting the COTR. The Contractor shall maintain a record of employees receiving the training. Is this time billable?**

RESPONSE: Yes, security related training required for area access is billable time.

**QUESTION 20**

**5.2.3 OTHER PROPOSAL PAGE INSTRUCTIONS**

Title pages, table of contents, cross-reference matrices, glossaries, acronym lists, page tabs, and section dividers that do not contain information that can be construed as proposal information will not be counted as part of the page limitations. However, any introduction or narrative (e.g., opening letter or executive summary) will be counted against that section's page limitation. Tables, charts, graphs, plans, figures, diagrams and schematics shall be used whenever practicable to depict organizations, systems, layout, and implementation schedules. These displays shall contain font sizes no smaller than 10 point, be uncomplicated, legible, and appropriate for the subject matter. Is a Proposal Transmittal Letter that is not contained in the bound copies considered an opening letter and part of the page count?

RESPONSE: Yes, a proposal transmittal letter will count as part of the page count.

**QUESTION 21**

**Is the Government going to make available the current senior staffing chart?**

RESPONSE: No, the current senior staffing chart will not be provided.

**QUESTION 22**

**SOWs**

**Office of the Center Director Support Services (AA)**

**Does the Project Management (on-site) Supervisor(s) requirement identified in Section 2.0 – Management and Administration in this SOW apply to this SOW only or to the overarching contract?**

**HR Operations and Employee Training, Development, and Recognition Support Services (BA). Does the Project Management (on-site) Supervisor(s) requirement identified in Section 1.1.3 – Clerical Support of General Office Services - Introduction in this SOW apply to this SOW only or to the entire contract?**

**Applied Technology Directorate Clerical Services Task Order**

**Does the Project Management (on-site) Supervisor(s) requirement identified in Section 2.0 – Management and Administration in this SOW apply to this SOW only or to the overarching contract?**

**Constellation Project Office Clerical Services (LX)**

**Does the Project Management (on-site) Supervisor(s) requirement identified in Section 2.0 – Management and Administration in this SOW apply to this SOW only or to the overarching contract?**

**Engineering Directorate Support Services (NE)**

**Does the Project Management (on-site) Supervisor(s) requirement identified in Section 2.0 – Management and Administration in this SOW apply to this SOW only or to the overarching contract?**

**Center Operations Support Services (TA)**

**Does the Project Management (on-site) Supervisor(s) requirement identified in Section 2.0 – Management and Administration in this SOW apply to this SOW only or to the overarching contract?**

**ISS & Spacecraft Processing Directorate Clerical Services (UB)**

**Does the Project Management (on-site) Supervisor(s) requirement identified in Section 2.0 – Management and Administration in this SOW apply to this SOW only or to the overarching contract?**

**Launch Services Program Directorate Services (VA)**

**Does the Project Management (on-site) Supervisor(s) requirement identified in Section 2.0 – Management and Administration in this SOW apply to this SOW only or to the overarching contract?**

RESPONSE: It is up to the offerors' to submit a management proposal in accordance with RFP Section 5.3.1.C Management Proposal.

**QUESTION 23**

**Is the requirement currently included in the RFP Labor IGE spreadsheet?**

RESPONSE: No.

**QUESTION 24**

**SOW Technical Training Services (BA-TT)**

**Does the plan for performance during a phase-in period identified in the Phase-In Period and Provisions section of this SOW apply to this SOW only or to the overarching contract?**

RESPONSE: To the BA-TT statement of work (SOW) only.

**QUESTION 25**

**RFP Page 48, Attachment 6, Present/Past Performance Questionnaire (i.e. January 7, 2008) - We respectfully request NASA extend the due date for the proposal.**

RESPONSE: No. See question 8 above.

**QUESTION 26**

**Attachment 2 contains a large excel spreadsheet for each of 5 years and for a summary – please clarify how our proposal can be prepared such a format and stay within a page count limitation of 4 pages. A possible consideration to save space on the Section's page count would be to have Proposers document ant “deltas” (differences) from the IGE spreadsheets.**

RESPONSE: RFP replacement page 43 adds “Work Year Equivalents sheet only.” To RFP Section 5.3.1.A.

QUESTION 27

**Regarding the OCI Mitigation Plan having a 10 page maximum allotted to it, would you please further clarify what NASA expects; it would seem that a full 10 pages are not necessary (particularly considering that this is a preliminary analysis to include a plan to submit the final plan after a contractor is selected).**

**RESPONSE:** 10 pages is the maximum allotted.

QUESTION 28

**I have been asked to find out if there is an existing contract for this RFP and what that contract might be.**

**RESPONSE:** The incumbents are listed on the NAIS, Modification 01, Posted on Nov 16, 2007. Title: KSC INSTITUTIONAL SUPPORT SERVICES, Solicitation: NNK08217230J.

QUESTION 29

**Should there happen to be a current contract for these services, is there an incumbent for this requirement.**

**RESPONSE:** Same as Question 28.

QUESTION 30

**Will teaming among two or more 8(a) businesses be allowed, if needed, in order to fulfill all areas of the requirement?**

**RESPONSE:** Yes.

## QUESTION 31

**Please provide the list of companies that have expressed interest in the subject solicitation. This action would help more objective teaming among small businesses.**

RESPONSE:

Contractor Name
JDDA Facility Group
EXPRESS PERSONNEL SERVICES
CYQUEST BUSINESS SOLUTIONS INC
ATA SERVICES INC
TMI Management Systems
BreitIdeas Incorporated
Mainthia Technologies Inc
MOTEN TATE, INC
JHT, Incorporated
Yang Enterprises, Inc
MCR FEDERAL, LLC
Information International Assoc., Inc. (IIA)
Anadarko Industries, LLC
Security Assistance Corporation (SAC)
The Henderson Group Unlimited, Inc.
Corporate Allocation Services, Inc
TPS Incorporated
Enidan Enterprises LLC
SGS
CNI Aviation, LLC
Infinity Technology Inc
C&C International Computers and Consultants Inc
Jacobs Technology, Inc
Advanced Systems Technology, Inc
Applied Engineering Solutions, Inc.
EGS, Inc.
Dozier Technologies, Inc
REDE, Inc
Beacon Associates, Inc
BearingPoint
Digital Fusion Solutions, Inc
Optimum Management Systems
General Installation & Relocation Services, Inc
Craig Technologies
ASRI
Media Fusion, Inc
Sonoran Technology

## QUESTION 32

**Are all the current incumbents cumulatively meeting the staffing profile provided in the Independent Government Estimate (IGE)? or less of it? or more of it?**

RESPONSE: The incumbent staffing levels are in a constant state of flux to meet changing fiscal and mission requirements.

## QUESTION 33

**What was the staffing level of each incumbent supporting the subject work for the past contract year?**

RESPONSE: Same as Question 32.

## QUESTION 34

**Does the IGE represents the Base Year's Profile or the Option Year'(s) Profile? It is noted that the Base Year consists of only 7 months.**

RESPONSE: There is an IGE for each period of performance.

## QUESTION 35

**RFP Section 2.8 - Option to Extend Services - The clause suggests that the contractor would be allowed to adjust its rates only as results of revisions to the prevailing SCA rates. Does this imply that the contractor's proposed "Escalation Rates" will not be used for determining any of the SCA based direct labor rates for the future (option) years? Please note that the SCA rates are suggested Minimum Rates. It's more likely that the contractor's proposed escalated direct labor rates could always be higher than the SCA suggested labor rates.**

RESPONSE: This clause does not imply that the contractor's proposed "Escalation Rates" will not be used for determining any of the SCA based direct labor rates for the future (option) periods. This clause only refers to a period of performance extension that results from the exercise of an Option to Extend Services using authority of 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999). Any option exercised using authority of 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) will utilize the negotiated rates in the contract for the appropriate option period.

## QUESTION 36

**RFP Section 2.14 (b) (6) - IT Security - Does the IGE profile include the providing of the IT Security staff by the contractor. Or, should the Contractor itself propose additional staff to the IGE? It is noted that some labor categories noted in the IGE could very well fulfill the IT Security staffing need of the contractor.**

RESPONSE: No the IGE profile does not, however, the offerors' may propose additional staff to the Labor IGE.

## QUESTION 37

**Section 2.29 (c) (9) - Government Provided Property - Do Cafeteria Privileges include free lunches?**

RESPONSE: No.



**QUESTION 38**

**RFP Section 2.31 - Place of Performance - Does this imply that only on-site rates are required in the proposal?**

**RESPONSE:** Yes.

**QUESTION 39**

**RFP Section 3.1 (c) (2) - 52.222-42 - Statement of Equivalent Rates for Federal Hires? What information is available in this regard?**

**RESPONSE:** One source of information is the U. S. Office of Personnel Management website (<http://www.opm.gov>). See revised RFP page 38 of the RFP incorporates the clause.

**QUESTION 40**

**RFP Section 5.2.1 - Proposal Preparation - and - RFP Section 5.2.2 - Proposal Page Limitations - Would the Government waive the requirement of 3-ring binders and accept 5 page stapled copies of Volume III - Past Performance?**

**RESPONSE:** No.

**QUESTION 41**

**RFP Section 5.3.1 (A) - Staffing Plan - Last Sentence - "The proposed staffing plan shall be provided using the same format as Attachment 2."**

**RFP Section 5.3.2.1 (b) - Instructions for preparation of the Price Proposal - IGE is provided in Attachment 2. "For price evaluation purposes the Government will use these (IGE) estimates along with the proposed labor rates to compute a total price for each proposal." It seems that Attachment 2 will contain both the IGE estimates and Contractor proposed staffing estimates. Why are the contractor's proposed staffing estimates required when the Government has no intention of evaluating the cost based on them? It is understood that the contractor proposed labor rates are used in costing the IGE cost estimates.**

**RESPONSE:** The proposed staffing plan will be evaluated in Technical Capability Volume while the proposed rates and the Labor IGE will be used to develop consistent total prices and will be evaluated in the Price Volume.

**QUESTION 42**

**We are still analyzing the complex price templates required to be completed for the proposal. Would the Government still accept questions on the templates past the due date for the submittal of these questions?**

**RESPONSE:** No.

## QUESTION 43

**Does the Government want overtime hours estimates to be provided in the proposal? What basis should be used for computing the overtime hours? Would providing of the overtime hours estimates in the proposal constitute a request for approval of the overtime estimated hours? (Reference - footnote - RFP Table 1.3.1)**

**RESPONSE:** It is at the offerors's discretion to submit overtime estimates. Providing the overtime hours estimates in the proposal will NOT constitute a request for approval.

## QUESTION 44

**RFP Section 5.4 - Evaluation - How will the Government evaluate and determine that one contractor proposal is better than the other contractor proposal? Would a points rating and weighting scheme be used in this regard?**

**RESPONSE:** See RFP Paragraph 5.4 52.212-2 EVALUATION - COMMERCIAL ITEMS (JAN 1999).

## QUESTION 45

**RFP Section 5.4 - Evaluation - It seems that the Technical Proposal (Volume I) does not really require a Technical Approach for the various SOWs and/or any representative Task Orders. The "Technical Capability" requirements seem to focus on staffing related issues (staffing plan, incumbent capture plan, and management proposal, etc.) that could mostly favor the incumbents. How would the Government ensure that the incumbents are not the only beneficiary of the current evaluation criteria?**

**RESPONSE:** See RFP Paragraph 5.4 52.212-2 EVALUATION - COMMERCIAL ITEMS (JAN 1999).

## QUESTION 46

**RFP Section 5.4 - Evaluation - How would the Past performance be rated and/or weighted? How would NASA compare 25 years of indirect experience of one contractor at other centers against a few years of direct experience of the other contractor at KSC?**

**RESPONSE:** See RFP Paragraph 5.4 52.212-2 EVALUATION - COMMERCIAL ITEMS (JAN 1999).

## QUESTION 47

**Is it OK to assume that the NASA will provide all tools and equipment for performing all work stated in the SOWs?**

**RESPONSE:** Refer to RFP Section 2.29, 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY. (DEVIATION) (SEP 2007)

## QUESTION 48

**Question/Comment:** Regarding RFP Section 3.1 (c), FAR 22.1006 specifies the clause at FAR 52.222.43, Fair Labor Standards Act and Service Contract Act (SCA) – Price Adjustment (Multiple Year and Option Contracts), be inserted in solicitations for fixed price service contracts, however, we are unable to locate the clause in the RFP. **Recommendation:** In view of the applicability of the clause, please confirm that proposed non-exempt labor rates are not to be escalated, and will be adjusted during contract performance for any increases or decreases in the DOL wage determination applicable to the contract.

**RESPONSE:** See revised RFP page 38 of the RFP which incorporates the clause.

## QUESTION 49

**Question/Comment:** Regarding RFP Section 4.1 (2) and (6), the Contract Table 1.3.1, Billable Rate Schedule, contains proprietary information including all hourly rates applicable during contract performance. **Recommendation:** We request that the proposal cost templates containing company proprietary rate development, and the present and past performance questionnaires, listed in Section 4.1, be excluded from the list of contract attachments in Section 4.1.

**RESPONSE:** Yes, none of that information will be included in the contract. Section 4.1 will be revised prior to contract award. Some of the current attachments are only RFP attachments for offerors' information (i.e. Attachment 2 and Attachment 6)

## QUESTION 50

**Question/Comment:** Regarding RFP Section 5.2.2, we are unable to determine which proposal volume or where the applicable contract documents are to be submitted to the Government. **Recommendation:** Please clarify in which volume are the contract documents to be submitted? We recommend these documents be submitted as an attachment or appendix to Volume II – Price. Additionally, please clarify whether or not offerors's are required to submit Attachment 2, Labor IGE, with the proposal.

**RESPONSE:** The offerors's staffing plan shall be submitted using the same format as the Labor IGE. The offerors' shall use the templates provided in Attachment 2 to submit the Price proposal. If the offerors' chooses (or not) to change the Labor IGE to meet the requirements of the statements of work, then it is no longer a(n) Labor IGE but the offerors's proposal.

## QUESTION 51

**Question/Comment:** Regarding the Price Template - Productive Tables, we are unable to determine how offerors's are to apportion the 88 hours remaining in a work year among the 10 paid holidays (80 hours) and the 2 weeks vacation (80 hours) specified in the wage determination, as well as any provisions for sick/personal leave. These 88 hours are the resulting difference between 2,088 maximum productive hours/year per worker and the 2,000 productive hours/year per worker provided on the Productive Table. **Recommendation:** Please clarify the Government's intention regarding the full application of productive hours, including treatment of holidays, vacation, and sick/personal leave.

RESPONSE: Attachment 2 is replaced in its entirety by the revised Attachment 2.

QUESTION 52

**Question/Comment:** Regarding RFP Sections 2.17 and 5.2.2, and Task Order BA, we are unable to determine where the costs of the phase-in period are to be priced in the templates. **Recommendation:** Please clarify the Government's intention regarding where in the templates offerors's are to provide pricing of the phase-in period.

RESPONSE: Attachment 2 is replaced in its entirety by the revised Attachment 2 which includes a phase-in portion.

QUESTION 53

**Question/Comment:** Regarding Attachment 4, List of Anticipated Task Orders, the IGE for the Base Period contains Work Year Equivalents (WYEs) and hours for Technical Training. However, notes on Attachment 4 state that the period of performance begins upon exercise of Option 1. **Recommendation:** Please clarify the Government's requirement regarding activation of the Technical Training tasking and how the Government wishes the contractor to price Technical Training.

RESPONSE: Technical Training, BA-TT, will not be required to be perform until and only if the Government decides to exercise RFP Section 2.9, 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000). Price the technical training in accordance with the RFP.

QUESTION 54

**Question/Comment:** The price proposal templates in the DRFP are formatted in 10-point type with less than one-inch margins. **Recommendation:** We suggest that the price proposal templates be revised to comply with the stated requirements cited above or, alternatively, that the pricing tables in Volume II – Price be exempted from the stated requirements.

RESPONSE: 5.2.2(b) revised in RFP replacement page 41 for clarification.

QUESTION 55

**Question/Comment:** We are uncertain as to the difference or distinction made by the Government in the computation of a Work Year Equivalent (WYE) on the WYE Template versus the computation of a Full Time Equivalent (FTE) required on the remaining templates in Workbook "Para a". **Recommendation:** Please clarify the Government's intended distinction in the definition and/or use of these terms.

RESPONSE: NOTE: Amendment will be issued for all references to "FTE" should be read as "WYE".

## QUESTION 56

**Question/Comment:** We are unable to determine the basis for converting productive hours into WYEs shown on the Labor IGEs. One productive WYE on the Labor IGE for 2009, for example, appears to be based on a maximum available hours per year of 2,088, minus only 88 hours per year for non-productive time (holidays, vacation and sick/personal leave)? **Recommendation:** Please clarify the computation for WYE and productive hours per year/category.

**RESPONSE:** Attachment 2 is replaced in its entirety by the revised Attachment 2

## QUESTION 57

**Question/Comment:** We are unable to discern on the templates when the proposed labor rates are unburdened without any indirect costs or profit, burdened with indirect costs only, excluding profit, or fully burdened with all indirect costs and profit. **Recommendation:** Please identify which elements are to be included in each rate on the templates.

**RESPONSE:** See RFP Attachment 2 – Price Templates, Paragraph (a)[revision]. Reference Worksheet Tab “Burdened Labor Rates” and the comments contained therein.

## QUESTION 58

**Question/Comment:** We are unable to discern whether the rates in Contract Table 1.3.1 include the base labor rate per productive hour, applicable payroll taxes, fringe benefits, compensated leave, as well as anticipated profit.

**Recommendation:** Please clarify regarding the correct elements the Government wishes to be included.

**RESPONSE:** These are the billable rates (fully burdened) to be submitted by the offerors’. See RFP Attachment 2 – Price Templates, Paragraph (a)[revision]. Reference Worksheet Tab “Burdened Labor Rates” and the comments contained therein.

## QUESTION 59

**Question/Comment:** Template RDT-T excludes all prime burdens applied to subcontractor costs developed on the PBT Template.

**Recommendation:** Please clarify as to where the prime burden costs applicable to subcontract costs are to be included in the team rate development.

**RESPONSE:** This worksheet tab: “RDT-T”, is simply displaying the proposed/billable labor rates. \*SFBR - Subcontract Fully Burdened Rates. This only includes the subcontractor's burdens. The prime contractor's burden will then be applied to the SFBR. The adjusted SFBR reflects the proposed labor rate. We emphasized...these rates should reconcile to the SFBR rates shown on the Rates Development Template - Contractor Specific (RDT CS).

## QUESTION 60

**Question/Comment:** On the RDT CS table, the formula in the column labeled “Fully Burdened Rate” excludes amounts input in the column labeled “Fee Sub Only”.

**Recommendation:** Please clarify where the subcontractor fee is to be included in the rate.

**RESPONSE:** This worksheet tab: "RDT-T", is simply displaying the proposed/billable labor rates. \*SFBR - Subcontract Fully Burdened Rates. This only includes the subcontractor's burdens. The prime contractor's burden will then be applied to the SFBR. The adjusted SFBR reflects the proposed labor rate. We emphasized...these rates should reconcile to the SFBR rates shown on the Rates Development Template - Contractor Specific (RDT CS).

#### QUESTION 61

**Question/Comment:** There are no hours specified in the IGE for non-exempt categories numbered 1, 5 – 13, 15, or exempt categories 30 and 32 (Program Manager). **Recommendation:** Please confirm that offerors's are not required to include hours or costs for these positions, and that the total evaluated price, per DRFP paragraph 5.4(b), is to include only the positions at the specified hours and WYE's listed in the Labor IGE.

**RESPONSE:** It is up to the offerors' to submit a management proposal in accordance with RFP Section 5.3.1.C Management Proposal.

#### QUESTION 62

**Question/Comment:** Paragraph 5.3.1 C states in part:

**"The offerors' shall also describe the degree of local autonomy granted to the KISS program manager(s), any relationship to a parent organization, and any decisions or approvals that will be made outside the local organization."**

The IGE does not include a labor category or hours for "program managers."

**Recommendation:** Please clarify the requirements on paragraph 5.3 and 5.4 regarding the Government's requirements and expectations regarding "program managers."

**RESPONSE:** It is up to the offerors' to submit a management proposal in accordance with RFP Section 5.3.1.C Management Proposal.

#### QUESTION 63

**Question/Comment:** The prime's cost of payroll taxes, compensated leave and fringe benefits are required to be computed both by labor category on templates in the Workbook "Para (a)" and included in an overhead pool in Workbook "Paras (b) – (f)". Contract rates in the two workbooks differ based on the computation method used, i.e., one method estimates costs by each labor category by contract year and the other method develops an indirect rate, which is converted to a contract year rate, and allocated over the total cost of all labor categories. **Recommendation:** Which Price Proposal template is to contain the rates for reconciling with Contract Table 1.3.1?

**RESPONSE:** Attachment 2 - Price Templates paragraph (a), is used for cost realism purposes to ensure the contractor is including certain elements (payroll related costs) in their rate. And is listed on the worksheet tab: "Burdened Labor Rates".

## QUESTION 64

**Question/Comment:** The formulas used to compute payroll tax costs for each labor category on the Pay Ads Table Template significantly understate estimated contractor costs. **Recommendation:** Please adjust the formulas in the tables to compute payroll taxes accurately and equitably in accordance with Federal and State laws.

**RESPONSE:** The offerors' is responsible for verifying the accuracy of their offer.

## QUESTION 65

**Question/Comment:** It is unclear how a turnover rate is an allowable adjustment to the statutory taxable base imposed by the Federal and State Governments for computing contract FUTA and SUI costs on the Tax Rates Template.

**Recommendation:** Please clarify the Governments requirement.

**RESPONSE:** See RFP Attachment 2 - Price Templates paragraphs (a). The turnover rate is for Workforce Planning Purposes – this comment is listed on worksheet tab: "Tax Rates".

## QUESTION 66

**Question/Comment:** Paragraph 5.3.1 A of the DRFP states in part:

**The proposed staffing plan shall be provided using the same format as Attachment 2. Recommendation:** Please clarify whether offerors's are required to complete and submit Attachment 2, Labor IGE, with the Price Proposal as well as part of Volume I in accordance with the above stated requirements.

**RESPONSE:** The offerors's staffing plan shall be submitted using the same format as the Labor IGE. The offerors' shall use the templates provided in Attachment 2 to submit the Price proposal. If the offerors' chooses (or not) to change the Labor IGE to meet the requirements of the statements of work, then it is no longer a(n) Labor IGE but the offerors's proposal.

## QUESTION 67

**Question/Comment:** Reference 2.4, FAR clause 52.212-4, Alternate I, (ii) Materials, (D) Other Costs. Para (2) Indirect Costs, states that the contractor will not be reimbursed for indirect costs, such as G&A, on other direct costs incurred in performance of a task order, such as travel, training, etc. **Recommendation:** Since this is an indefinite delivery contract with a small disadvantaged business, will the Government consider inserting the following instead: "Each order must list separately the fixed amount for the indirect costs and payment schedule."

**RESPONSE:** Government has reviewed issue and has determined not to make any changes to the RFP.